UNITED
NATIONS

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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: CONSERVATION OF ELECTRIC POWER AND STEAM AT HEADQUARTERS

1. The need for economy in the use of energy at Headquarters and elsewhere has been drawn to the attention of the staff on previous occasions. Over the years, various economy measures of a technical nature in the use of electricity and steam, which is required for heating and air-conditioning, have been placed into effect centrally. These efforts have been successful in achieving reductions in the consumption of both electricity and steam.

2. Operating costs in energy-related areas have increased over the past few years, and fiscal responsibility dictates that further economies be effected. This is true not only for the Secretariat building complex but for the DC buildings as well, since increased operating costs in the DC buildings directly affect the United Nations annual rental costs.

3. To assist to the maximum extent possible in this situation, staff members are urged:

(a) To turn off lights in offices, conference rooms, machine rooms and store-rooms when the rooms are not in use and when leaving at the end of the working day;

(b) To turn off personal computers and printers when not in use and when leaving at the end of the day;

(c) To avoid turning on office lights that are not actually needed during daylight hours;

(d) To turn off the smaller copiers and make only needed copies;

(e) To regulate window blinds according to the season, to the extent that this does not result in visual discomfort or strain. During the cooling season, this is done most effectively before the sunlight reaches maximum levels. Staff on the east side of the Secretariat building should lower the blinds before leaving in the evening. Likewise, staff on the west side (and south side in the DC buildings) will find it helpful to lower the blinds by midday. In the winter months, all staff are urged to lower the blinds before leaving the office in the evening in order to reduce overnight heat losses. This also applies to the UNITAR, Park Avenue and Alcoa buildings.

4. Your cooperation in this effort will be greatly appreciated.